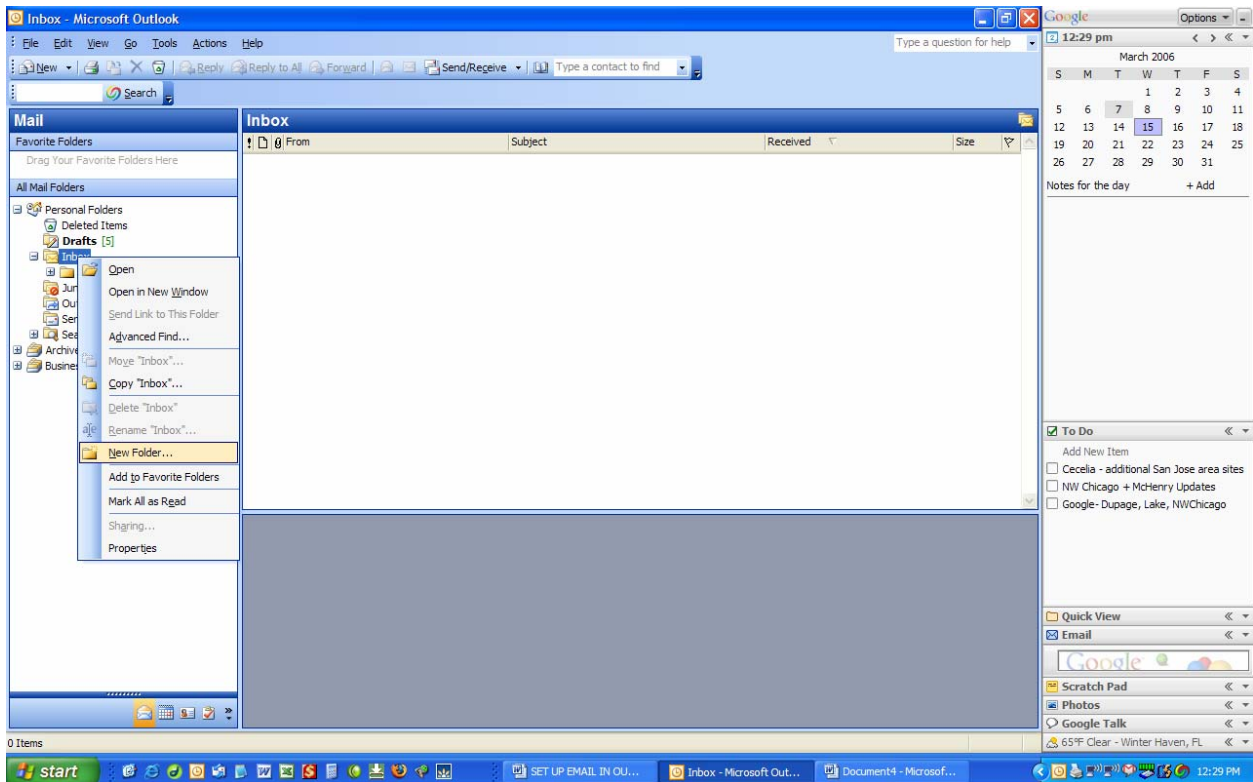


SETTING UP FOLDERS IN OUTLOOK (2003)

Select INBOX, then RIGHT CLICK and select NEW FOLDER



A box will open, type in the name that you want to call the folder – in this case MARKETWATCH, Click OK, rinse & repeat until you have all the folders you need created.

